

## SAMPLE SALES SUMMARY

### **FB CERTIFICATE RECORD REQUIREMENTS FOR BE AND BG'S**

- 1. Record wine and beer sales on a separate key(s) on the cash register or record on service tickets.**
- 2. Keep wine and beer purchase invoices separate from other invoices and records.**
- 3. Keep copies of all sales tax reports.**
- 4. Maintain financial statements if prepared.**
- 5. Keep all records in date sequence.**
- 6. Prepare a monthly summary of sales as shown below:**

Month/Year -

#### **Sales For BE & BG's with FB Certificates**

Date	Food	Wine & Beer	Other	Total
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
<b>Totals</b>				